UNIVERSITY OF LINCOLN
JOB DESCRIPTION

JOB TITLE	Deputy Head of School				
DEPARTMENT	School of Health and Social Care				
LOCATION	Brayford				
JOB NUMBER	CSS512	GRADE	Grade 10	DATE	February 2020
REPORTS TO	Head of School				

CONTEXT

The University of Lincoln has established a reputation as one of the most dynamic, fastest growing universities in the UK. Situated in the heart of a beautiful and historic city it has built an international reputation for the quality of its teaching and research. Lincoln is currently ranked 22nd overall in the UK in The Guardian University Guide and 42nd in the Times Good University Guide 2019. The School of Health and Social Care sits within the College of Social Science, along with the Schools of Psychology, Sports and Exercise Science, Education, Social and Political Sciences and the Lincoln Law School. We also work closely with the School of Pharmacy and the new Medical School in the College of Science.

The School is housed within the new £19m Sarah Swift building containing state-of-the-art purpose-built clinical teaching suites, offices and teaching spaces for health care and other programmes. The School has a base budget of £9.5m and approximately 150 academic and research staff, practice educators and professional services staff. We have Professors and Global Professors who lead applied research in cross-disciplinary research groupings; their work addresses core issues in health service provision and delivery (CAHRU), ageing and well-being (HARG) and professional education and training, with high degrees of impact. We are committed to inter-professional and collaborative working in research and teaching.

The School offers a range of undergraduate, post-graduate degrees and post registration continuous professional development programmes. We have over 1200 students registered on the School's programmes. The majority are undertaking qualifying programmes towards professional registration, in Nursing, Midwifery, Social Work, Physiotherapy, Occupational Therapy and Paramedic Science by full or part time mode, at undergraduate and post graduate levels. We offer apprenticeship Nurse Associate and Social Work courses and also a vocationally related degree in Health and Social Care.

The School of Health and Social Care is forward thinking, and ambitious with plans to further develop education across the health and social care professions. The School has excellent relationships with a range of local, regional and national stakeholders integral to the development of the health and social care education agenda, and the provision of a highly skilled workforce.

This Deputy Head of School post will have a significant leadership role within the school and will work collaboratively with our other Deputies. The role holder will lead on the further development of the schools post-registration provision to meet the local workforce transformation needs and to respond to national agendas. We seek to diversify the portfolio funding streams, to grow our provision, enhance the accessibility of our programmes and to

engage in more consultancy work.

The successful candidate will join a team committed to enhancing the health and social well-being of people across Lincolnshire and further afield. We are looking for a registered health and social care professional who is innovative, enthusiastic, is a good networker and collaborator, who has proven leadership skills and is a team player.

The quality of teaching and learning quality are important to us; innovation, creativity, good interpersonal and management skills, and strong leadership are required to enable us to achieve these agendas. You should have experience of innovative post-registration curriculum design and development using digital technologies.

We are looking for candidates who are dynamic, adaptable and visionary and who have excellent communication skills. They must have a 'can do' approach and be driven to achieve. They should demonstrate substantive evidence of meeting deadlines and should have attention to detail in all they do.

JOB PURPOSE

The Deputy Head of School will form part of the management team for the School. He/she will contribute to the School achieving its strategic objectives by taking responsibility for a number of delegated core activities.

They will work with the Head of School and other Deputies to take a strategic approach to the schools portfolio and activities in order to contribute to the Universities strategic goals and ambition to be a top 40 institution.

The Deputy have line management responsibilities and will ensure the quality of the portfolio of provision. In addition to leading areas of agreed responsibility the Deputy Head of School will engage in teaching, research and scholarly activity in a relevant discipline within the School.

This Deputy Head of School post will lead on the innovative development and delivery of the post-registration provision and consultancy activity to meet the schools recruitment and income diversification targets. They will collaborate across the university schools and with researchers to ensure that the post-registration portfolio and consultancy work is coherent and aligns with College and University agendas. They will work with external stakeholders and partners to ensure that the portfolio and developments meet local, regional and national needs and is responsive to established and emerging funding streams.

This area of allocated responsibility may vary over time according to school and university business priorities; changes will be agreed between the post holder and the Head of School.

KEY RESPONSIBILITIES

Academic Management

- Undertake overall delegated responsibility for delivering improvements and outcomes against one or two key streams of activity within the School. Delegated activities will be agreed between the Head of School and the Deputy Head of School and will depend on the skills, expertise and interests of the post holder. Such activity streams may include:
    - Teaching and learning
    - Student experience
    - Post graduate studies
    - International recruitment
    - Research and scholarship
    - Employability
    - External income generation
    - Marketing, external relations and recruitment

- Chair and/or contribute to relevant Committees and meetings within areas of delegated responsibility.

- Contribute to the development and implementation of a clear vision and strategy for the School

- Understand, interpret and respond to metrics affecting the school. Develop and lead initiatives to deliver improved school performance

Deputising for the Head of School

- Deputise for the Head of School, including representing the School at School, College and/or University level as required and appropriate; and at relevant external forums.

People Management

- Line manage a group of staff, as allocated and agreed with the Head of School. This may include but is not limited to:

    - Setting standards, targets and goals

    - Managing individual staff performance including, reviewing progress against agreed targets, conducting appraisals and managing staff through processes for improving performance where necessary

    - Co-ordinating, supervising and managing the induction and probation for new staff

    - Workload planning and allocations for individuals in line with the School and University workload allowances, final agreement of workload remains with the Head of School

    - Considering, and where appropriate approving, individual requests for timetabling constraints in line with School and University policies

    - Managing absence including conducting return to work interviews

    - Agreeing and co-ordinating team and individual development plans

- Manage administrative and reporting processes where relevant, such as annual leave, sickness absence reporting, and conference attendance.

- Undertake investigations involving student complaints, allegations of student misconduct, or academic irregularities/offences as delegated by the Head of School

- Undertake investigations into allegations of staff misconduct, grievances and allegations of harassment and bullying as delegated by the Head of School.
- Contribute to the implementation of staff development activities including mentoring, peer review of teaching and research sabbaticals

Resource Planning and Management

- Assume responsibility for aspects of resource planning and management for the School. This may include but is not limited to:
    - Overseeing the recruitment of hourly paid staff within the School
    - Co-ordinating and overseeing workload planning and allocations, including workload conversation with staff (unless escalated by the individual to the Head of School), ensuring the effective deployment of academic staff including balancing of academic duties
    - Co-ordinating and overseeing timetabling and effective management of allocated space
    - Managing the effective maintenance, acquisition and deployment of curriculum resources and equipment
- Ensuring compliance with Health and Safety regulations for areas of responsibility

Teaching and Research

- Engage in teaching on undergraduate and/or postgraduate level programmes as determined by the Head of School. The range of teaching duties may change from time to time.
- Undertake research in an appropriate subject area, including where appropriate, research publications and (as a secondary priority) external research income generation.

In addition to the above, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.

ADDITIONAL INFORMATION

Key working relationships/networks	
Internal	**External**
Head of School PVC, Head of College Academic Staff in the School (Professors, Readers, PLs, SLs and Ls) Student Representatives Members of the College Management Team College Administrators, including marketing, finance, programmes Director of the International Office Key internal professional support services such as, Research and Enterprise, HR, Registry, Estates, Admissions, Secretariat, OQSP, Marketing and Student Services.	External examiners Relevant local, regional, national and international organisations and statutory bodies, such as but not limited to employers, local authorities and health trusts Research Councils and other research-funding bodies Accrediting bodies and relevant learned societies Overseas partner institutions Local research and teaching partners and stakeholders

UNIVERSITY OF LINCOLN
PERSON SPECIFICATION

JOB TITLE	Deputy Head of School	JOB NUMBER	CSS512

Selection Criteria	Essential (E) or Desirable (D)	Where Evidenced Application (A) Interview (I) Presentation (P) References (R)
Qualifications:		
• First degree or equivalent	E	A
• PhD or equivalent in relevant discipline OR in final stages of completion	E	A
• HE Teaching qualification or recognition (if not held at point of appointment the post holder will be expected to gain recognition within the first 6 months)	E	A
• Registration with relevant Health & Social Care professional body (e.g. HCPC, NMC or Social Work England). If not registered at point of appointment the post holder will be expected to gain registration within the first 6 months.	E	A
Experience:		
• Experience of developing, leading and managing initiatives which contribute towards delivering improvements against key targets, in the following areas: - Teaching and learning innovation - Post-registration workforce development - Research and scholarship - External income generation - Marketing, external relations and recruitment	E	I
• Broad teaching experience at undergraduate and taught postgraduate level	E	I
• Experience of post-registration programme portfolio development	E	I
• Experience of working with and using metrics that impact on the performance of the School	D	I
• Track record of undertaking research or scholarly activity that produces outputs in a relevant discipline	E	A/I
• Experience of PhD supervision	D	I
• Experience of obtaining funding for consultancy, scholarly or research projects and of managing them effectively	E	I

• Experience of international student recruitment and international partnership development	**D**	**I**
Skills and Knowledge:		
• Knowledge of the higher education sector	**E**	**A**
• Knowledge of the health and social care sector and workforce transformation agenda	**E**	**A**
• In depth knowledge of the health and social care sector, the potential opportunities for development	**E**	**A**
• Demonstrable ability to lead, influence, motivate and develop others	**E**	**I**
• Organisational ability, including good time management skills	**E**	**I**
• Ability to think strategically, and to formulate initiatives for developing and improving outcomes for the School	**E**	**I**
• Ability and willingness to deputise for the Head of School when required	**E**	**I**
• Ability to oversee and monitor appropriate research and consultancy development strategies	**D**	**I**
• Ability and willingness to contribute to teaching at an appropriate level	**E**	**I**
Key Competencies, Personal and Leadership Attributes:		
• Ability to build good working relationships with key colleagues in the School, College and elsewhere in the University	**E**	**I**
• Ability to build good working relationships with external stakeholders and strategic partners locally and nationally	**E**	**I**
• Ability to work collaboratively to achieve agreed outcomes	**E**	**I**
• Ability to establish academic and professional credibility	**E**	**I**
• Enthusiasm for teaching, scholarly activity and research within the range of subjects found in the School	**E**	**I**

Essential Requirements are those, without which, a candidate would not be able to do the job. **Desirable Requirements** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Author	Dr Kate Grafton	**HRM**	